

10/4/10

**POLICY ALERT**  
**No. 10-30**  
**Using Electronic Document Access (EDA)**

REFERENCES: [EDA Home Ogden](#)  
[DD Form 2875, System Authorization Access Request \(SAAR\), Aug 2009](#)  
[BTA Notice and Consent Provision/Rules of Behavior/Acceptable Use Policy](#)

**ATTACHMENT:** *Review for Using Electronic Document Access (EDA), September 2010*  
*DD Form 2875, Aug 2009*

**TYPE OF ACTION:** Information on system use

**EFFECTIVE DATE:** October 4, 2010

**SUMMARY:** Potential expansion of AM&S use of the EDA system in the future makes a greater awareness of EDA capabilities and protocols advisable.

**ACTION REQUIRED:** Contracting Officers and Contract Specialists/Administrators shall generally familiarize themselves with the linked EDA website and the contents of the Attachment hereto. Registration in the system, as needed, will require filling out the linked DD 2875 and signing the linked form, *Notice and Consent Provision/Rules of Behavior/Acceptable Use Policy*. These forms must be submitted electronically to the EDA POC for TMA, upon which registration will be approved. The EDA POC for TMA is Mara Grissom, Acquisition Information Systems Manager.

This Policy Alert is effective on the date indicated above and remains in effect until superseded or until otherwise rescinded. This Policy Alert will be posted to the TMA website in accordance with current practices. You may direct comments/questions on this Policy Alert to the Contract Policy and Pricing Branch at 303-676-3853. If this policy alert has any broken links please report them by clicking [HERE](#).

1. DO NOT provide information/documents from EDA to unauthorized personnel.
2. To prevent internal system errors - perform update actions AT ONE EDA SITE ONLY, either update EDA Ogden or EDA Cols, but NOT both – the EDA application will replicate the data automatically to the alternate site. If the update action is not at the alternate site within approximately 15 minutes, open a Trouble Ticket with the EDA Help Desk.

Examples of update actions:

- DO NOT manually upload the same contract at both EDA sites; upload solely at EDA Ogden or EDA Cols.
  - DO NOT register for a user account at both EDA sites; register solely at EDA Ogden or EDA Cols.
  - DO NOT activate a registration at both EDA sites; activate solely at EDA Ogden or EDA Cols.
  - DO NOT request a password reset at EDA both sites; request solely at EDA Ogden or EDA Cols.
  - DO NOT update the status of a CDR that does not match at both EDA sites; contact the EDA Help Desk to resolve.
3. If the EDA Help Desk does not respond to e-mail in a timely manner, call the Help Desk, as their email may be back-logged.
  4. Only request access to documents necessary to perform your assigned duties. “Need to know” governs a user’s access to documents; limit access to the minimum level necessary to perform your assigned duties.
  5. EDA POCs should verify the user’s “Need to know” and only authorize/approve access to documents necessary for users to perform their assigned duties. EDA POC’s should simply remove document requests submitted by the user if they are not required to perform their duties.
  6. EDA does not condone sharing of accounts as this is an Information Assurance violation. DoD policy dictates that each user is required to have and maintain their own EDA user account
  7. Per DoD Information Assurance direction, users with government issued CACs should use their CACs and not username/password. DoD certificates are the preferred credentials in EDA.
  8. The contract inactivation process in EDA was developed to allow replacement of a damaged/unreadable/incorrect PDF with a readable or appropriate PDF version. This process is not intended to be used to correct/modify contract inaccuracies. A contract modification must be submitted to correct/modify contract data.
  9. Changes to index data cannot be done using the inactivation process. The only way index data can be changed is via a Trouble Ticket and then only changes that are authorized by the contract can be made.

**10.** The preferred method for password resets is to use the automated method (e.g., click on FORGOT YOUR PASSWORD?). The request goes into a password reset queue. The EDA POC is auto-notified via email with instructions for approval. If an EDA POC manually resets a password the EDA POC needs to check the password reset queue and delete any request that exists for that user.

**11.** EDA POCs should regularly check their User Account Administration queues for outstanding actions.

Example:

- GOVERNMENT SUPPORT CONTRACTOR ACCESS queue - Government Support Contractors have an automated method for requesting additional DoDAACS be added to their existing EDA account. The EDA POC is auto-notified via email when a request is submitted. The EDA POC should verify "Need to know" for the user and process these requests in a timely manner.

**12.** DO NOT reactivate a deleted user account. The user must re-register in EDA.